

EDITED KSA LISTING

CLASS: CORRECTIONAL CASE RECORDS SUPERVISOR

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Intermediate knowledge of determinate and indeterminate sentence and parole laws in order to audit, calculate and process each case appropriately, identify the differences in sentencing, and identify length of parole periods, etc.
K2.	Basic knowledge of the inmate classification process in order to calculate an inmate's release date and apply appropriate work groups, etc.
K3.	Basic knowledge of the various Board entities (e.g., Board of Parole Hearings, Narcotic Addict Evaluation Authority, etc.) and their functions in order to audit a central file, case criteria, and to determine how to process each case, etc.
K4.	Intermediate knowledge of the correctional case records administration/chain of command in order to verify case information, seek additional guidance, clarification of laws, inform of an unusual occurrence, release of high notoriety inmate, etc.
K5.	Advanced knowledge of the legal documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records in order to comply with laws, rules and regulations, train staff, and apply to case work, etc.
K6.	Basic knowledge of training methods, planning and conducting in-service training programs in order to train and develop staff.
K7.	Basic knowledge of the information disclosure statutes in order to comply with laws, rules and regulations, etc.
K8.	Intermediate knowledge of the CDCR's automated record-keeping systems and various filing systems in order to maintain effective record keeping, etc.
K9.	Basic knowledge of personnel laws, rules and regulations (e.g., Family Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), Employee Assistance Program (EAP), Fair Labor Standards Act (FLSA), Family School Partnership Act, Sexual Harassment Prevention, grievances, etc.) for compliance and to maintain a harassment-free work environment, etc.
K10.	Basic knowledge of the supervisor's role in the EEO process and objectives in order to ensure a discriminate-free work environment.
K11.	Basic knowledge of the principles of effective supervision in order to direct and develop Case Records staff and strengthen their abilities, to accomplish the day-to-day operations, etc.
K12.	Intermediate knowledge of math computations in order to calculate release dates (e.g., earliest possible release date, parole discharge date, narcotic offender release date, etc.).

Bold text-indicates not on Classification Spec.

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K13.	Intermediate knowledge of research techniques in order to access information and resources, etc.
K14.	Intermediate knowledge of the various resource materials available in order to accomplish day-to-day records functions, etc.
K15.	Basic knowledge of interviewing techniques in order to interview inmates, staff hiring and disciplinary process, etc.
K16.	Intermediate knowledge of the appeals process in order to effectively communicate case information to inmates/parolees/staff, etc.
K17.	Intermediate knowledge of the various automated systems (Revocation Scheduling Tracking System [RSTS], Lifer Scheduling and Tracking System [LSTS], Offender Base Information System [OBIS], Automated Release Date Tracking System [ARDTS], Automated Transfer Systems [ATS], Department Data Processing Systems [DDPS], Law Enforcement Agency Distribution Systems [LEADS], California Law Enforcement Telecommunications Systems [CLETS], etc.) utilized by Case Records staff in order to enter and retrieve information, train staff, provide information to others, etc.
K18.	Basic knowledge of security information on automated systems in order to secure the integrity of the information in the automated systems, etc.
K19.	Intermediate knowledge of writing techniques in order to prepare correspondence, accurate and concise reports, respond to grievances and inmate/parolee appeals, etc.

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	Skill to:
S1.	Analyze and interpret legal documents and court orders in order to ensure compliance with courts intent, etc.
S2.	Perform more difficult and analytical tasks in the record keeping process of inmate/parolee records, recognize and correct discrepancies and irregularities, in order to apply appropriate date calculations, etc.
S3.	Maintain records in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
S4.	Perform mathematic computations in order to calculate accurate inmate/parolee release/discharge dates, etc.
S5.	Prioritize workload and meet deadlines in order to ensure compliance with laws, rules and regulations, Departmental policies and procedures, etc.
S6.	Provide criminal identification services to CDCR administration and other federal, state, county and local agencies in order to identify discrepancies and assist in the detention of fugitives, etc.
S7.	Disseminate information to administrative, legislative, judicial agencies, attorneys, and the general public in order to respond to requested inquiries, etc.
S8.	Communicate (verbal and written) in order to provide information and direction/orders; prepare correspondence; create/update desk procedures; train staff; establish, promote and maintain confident and cooperative relationships with others (e.g., inmates, parolees, departmental employees, general public and outside agencies); meet the department's vision, values, mission, goals and objectives; to promote collaborative participation and enhance morale and productivity, etc.
S9.	Direct the work of Case Records staff in order to accomplish the completion of daily case records functions and to comply with laws, rules and regulations, etc.
S10.	Plan the work of Case Records staff and inmates in order to accomplish the completion of daily case records functions and to comply with laws, rules and regulations, etc.
S11.	Prepare your work environment to accommodate office needs (e.g., cross training, ordering equipment and supplies, etc).

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S12.	Contribute to the Department's EEO objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment-free work environment and create/maintain an equitable work environment, etc.
S13.	Organize the work of Case Records staff in order to accomplish the completion of daily case records functions and to comply with laws, rules and regulations, etc.
S14.	Make sound decisions and recommendations, creatively using a variety of analytical techniques and resources to complete work assignments and resolve complex operational and supervisory problems and provide appropriate recommendations to managers in accordance with the Department's vision, values, missions, and goals, etc.
S15.	Demonstrate the methods and techniques of supervision (e.g., provide direction and training to staff, counseling and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) in order to ensure a productive work force and a harassment-free work environment, etc.
S16.	Provide training to staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
S17.	Provide leadership in all situations in order to promote and maintain the organizational vision, values, mission, goals and objectives, etc.

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	Ability to:
A1.	Follow/give verbal and written instructions in order to accomplish the completion of daily case records functions and to comply with laws, rules and regulations, etc.
A2.	Operate a personal computer and automated records systems in order to access, enter, and retrieve various information, etc.
A3.	Learn, understand, retain, and recall a broad range of highly technical and sensitive data applicable to individual cases, to accomplish the completion of daily case records functions and comply with laws, rules and regulations, etc.
A4.	Lift and carry materials weighing a minimum of 20 pounds in order to accomplish the completion of daily case records functions.
A5.	Have and maintain sufficient strength, agility, and endurance to perform on the job.
A6.	Bend, stoop, climb stairs, push, pull, and twist in order to accomplish the completion of daily case records functions.

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	Special Personal Characteristics:
SPC1.	Capacity for assuming progressively greater responsibility in order to accomplish the completion of daily case records functions and to comply with laws, rules and regulations, etc.
SPC2.	Tact in order to effectively communicate and interact with others without causing conflict, etc.
SPC3.	Patience in order to deal with problematic issues, etc.
SPC4.	Leadership qualities in order to provide guidance to others, setting an example for others while being held to a higher standard, etc.